



Minor Conditional Use Permit

ABOUT MINOR CONDITIONAL USE PERMITS

In the City of Riverside's Zoning Code, some uses are allowed as a Matter of Right and some are only allowed under a Conditional Use Permit. Matter of Right uses are considered routine in nature and require little more than a building permit (and sometimes design approval) to be established. Conditional uses are considered more unique and require special review. A conditional use has the potential to be disruptive to a surrounding neighborhood unless it operates within certain guidelines. Such uses can be approved, denied or conditionally approved under a conditional use permit. Riverside has two kinds of conditional use permits. "Full" conditional use permits require a public hearing before the Planning Commission, environmental review and both newspaper and mailed public notices. The Minor Conditional Use Permit process has been established to allow a simpler, faster review of conditional types of uses the City believes are generally not of such magnitude as to deserve extensive reviews, public hearings, environmental analysis, etc. Minor Conditional Use Permits are approvable at the Planning Department "staff" level, without public hearings, under the authority of the "Zoning Administrator". Instead of a public hearing, we notify property owners within 300 feet (1,000 feet if certain types of variances are requested) by mail, and invite them to comment on the proposal by phone or mail. Routine cases are handled on a staff level. Non-routine cases may be referred to the Planning Commission, where the Planning Commission takes on the role of the Zoning Administrator. Because of the significantly greater amount of staff time needed to process certain cases, separate fees have been established for Minor Conditional Use Permits that are alcohol-related and entertainment-related. The modified fees are listed below.

A. WHAT TO SUBMIT

- 1. **Application Form:** Provide us with one copy of our general application form with all blanks filled in. In the "Request" blank, be sure to describe as fully as possible the use you want us to approve.
 - details on the proposal (what do you want to do?),
 - days and time of operation,
 - numbers of children or adults cared for (their ages and an indication if they are ambulatory or non-ambulatory, handicapped, elderly),
 - if a mobile home is to be used the duration of the coach shall be indicated,
 - types of services provided,
 - funding source, etc.
- 2. **Application Fee:** There are three separate categories and related fees for Minor Conditional Use Permits, listed as follows:

Minor Conditional Use Permit, Alcohol-Related -	\$2,871
Minor Conditional Use Permit, Entertainment-Related -	\$2,156
Minor Conditional Use Permit, General -	\$1,221

Include a check made out to the City of Riverside in the appropriate amount. The fees cover the City's costs for processing your application and are non-refundable.

- 3. **Assessor’s Plat Map:** Provide us with a County assessor's plat map on which you've highlighted the boundaries of the property or properties the proposed use will occupy.
- 4. **Large Scale Drawings:** Submit four copies of each of the following drawings:
 - C **Site Plan:** This is a bird's eye view of your property, showing all property lines and easements, as well as all physical improvements, such as parking spaces (disabled access, compact and regular) landscape planters, the use and outline of all buildings, fences (note materials and height), light standards, sidewalks, storage areas, trash enclosures, signs and the like.
 - C **Building Elevations:** Provide drawings of all four sides of the building(s) affected by the proposed use (For existing buildings which will not be changed on the exterior, photographs of all sides are sufficient).

C **Floor Plan:** Show the layout of the rooms and uses within the building to be occupied by the proposed use. Churches should indicate the number of permanent seats in the primary assembly area.

5. **About Your Large Scale Drawings:** The large scale drawings must be drawn to scale and fully dimensioned so we can determine if setbacks and other dimensional requirements will be met. We suggest you use a sheet size of 24" x 36". All drawings must be folded to no larger than 8 ½" x 14" so they will fit in our files.
6. **Reduced Graphics:** One copy of all graphics shall be reduced to an 8 ½" x 11" size. See Instructions for Preparation of Reduced Graphics (attached) for the acceptable types of graphic reductions.
7. **Hazardous Site Review Forms:** Fill out and submit the Hazardous Site Review and the Hazardous Materials Questionnaire forms.
8. **Variances:** If any variances are proposed, submit two copies of the Variance Justification Form along with your application. The Planning Department is authorized to grant variances from the required standards for residentially zoned uses and up to 25 percent for uses in other zones. To qualify for a variance, you must be able to justify it using the variance justification form. If you wish to be granted variances in excess of this, your entire application must be reviewed at a public hearing before the Planning Commission.
9. **Application to the Riverside County Airport Land Use Commission (ALUC):** The ALUC application is required at the time this MCUP application is filed if the project site is within an Airport Influence Area (see attached maps). See "ALUC Information" handout for further information.
10. **Legal Description:** Attach a copy of the most recent Grant Deed with a complete and accurate legal description of the property (This can be obtained from a title company).
11. **Acceptance of Your Application:** It is important that you make every effort to submit an application that complies with all of the requirements in this handout. We will delay the processing of any incomplete application until you provide all required items and details.

B. THE MINOR CONDITIONAL USE PERMIT PROCESS

If your application is complete, we will process it as follows (For the exact dates that would apply to your application, see the Minor Conditional Use Permit Tentative Schedule included with this packet or available separately at the Planning Department):

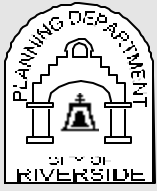
1. Within 14 days after the application deadline the Planning Department will send a public notice to all property owners within 300 or 1,000 feet of your property.
2. The mailing of the notice starts a 15 day review and comment period, during which any interested person may comment on the proposal. On the 10th day of this review and comment period, we will make available the staff's preliminary report and decision.
3. After the conclusion of the review and comment period, the Zoning Administrator will decide to either approve or deny the application, or delegate authority over the application to the Planning Commission. If a case is referred to the Planning Commission, it will act as the Zoning Administrator and its decision will be treated the same as if the Zoning Administrator had made it. Cases referred to the Planning Commission will, of course, take longer to process and will be subject to an "open forum" discussion at a public Planning Commission meeting. The final decision, whether it is made by the Zoning Administrator or the Planning Commission, will be distributed to the Mayor, City Council, Planning Commission and any person who has requested to be kept on the mailing list for your case.
4. For 10 days, starting with the date we distribute the Zoning Administrator's (or City Planning Commission's) decision, any person may appeal our decision or conditions of approval to the City Council by submitting a letter of appeal along with an appeal fee. In addition, the Mayor or any member of the City Council may request that the Zoning Administrator's decision be reviewed at a City Council meeting. The City Council must consider an appeal or referral within 30 days of receipt. The Council can uphold, reverse or modify any decision of the Zoning Administrator.
5. If, after the end of the appeal period, no appeals or referrals are received, the Zoning Administrator's decision is final. Denied applications are subject to a one year moratorium on reapplication for the same use on the same property.

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6. An approved application must be exercised within one year of the approval. Two, one year time extensions are allowed (subject to separate application and fee), after which a new application must be filed.

C. WE'RE HERE TO HELP

If you have any questions, please call the Planning Department at (909) 826-5371. We have a Planner on call every work day from 8:00 am to 5:00 pm.



GENERAL APPLICATION FORM



Request: _____

(State in detail what you want to do, attach separate sheets as necessary.)

Address of Subject Property: _____

Assessor's Parcel Number(s): _____

Size of Subject Property: _____

- ☐ **Attach a copy of the most recent Grant Deed.**
- ☐ **If your request is not for the entire property described on the deed, also attach a metes and bounds description.**
- ☐ **Attach a copy of the Assessor's Plat Map showing the subject site.**

Legal Owner Information:

I hereby certify that I am (we are) the record owner(s) (for property tax assessment purposes) of the property encompassed by this application. I further waive the right of a decision of the project by the City within the prescribed time limits as set forth in the Municipal Code in the event an Environmental Impact Report is required to be prepared for the project. I also understand and agree that the submittal date of my application will be the filing deadline following receipt of my request.

Signature: _____

Printed Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Daytime Telephone: () _____ **Facsimile:** () _____

E-Mail Address: _____

Applicant Information:

(If other than legal owner)

Printed Name: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

Daytime Telephone: () _____

Facsimile: () _____

E-Mail Address: _____

Representative Information:

(If other than applicant)

Printed Name: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

Daytime Telephone: () _____

Facsimile: () _____

E-Mail Address: _____

If any other person should be notified regarding the processing of this request, attach the name, address, and telephone number on an additional sheet and check this box ' ' .

Notice: Failure to fully complete this application or provide attachments will cause a processing delay or its rejection.

THIS SECTION TO BE COMPLETED BY STAFF

Type of Case: _____ **Received By:** _____ **Hearing Date:** _____ **CEQA' NONCEQA'**

Filing Fee: _____ **Date:** _____ **Filing Deadline:** _____ **TEAM: N ' S ' C '**

Memo: _____ **Entered in Caselogs '**

For Questions Contact the Planner on Duty
3900 Main Street, Riverside, CA 92522
Telephone (909) 826-5371, Facsimile (909) 826-5622



Variance Justification Form

PLEASE TYPE OR PRINT CLEARLY

Name: _____ Name of Project: _____
(Person preparing application)

Address: _____ Address: _____

City/State/Zip: _____ Riverside, CA Zip: _____

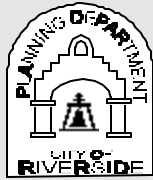
Daytime Telephone: () _____

VARIANCES REQUESTED (State variance(s) requested specifically and in detail):
Please attach separate sheet(s) as necessary.

INSTRUCTIONS: Answer each of the following questions yes or no and then explain your answer in detail. Questions 1 and 2 must be answered "yes" and 3 and 4 "no" to justify granting of a variance. Attach written details if insufficient space is provided on this form. Economic hardship is not allowable justification for a variance.

1. Will the strict application of the provisions of the Zoning Regulations result in practical difficulties or unnecessary hardships for you in the development of your property. Explain in detail.
2. Are there exceptional circumstances or conditions applicable to your property or to the intended use or development of your property which do not apply generally to other property in the same zone or neighborhood. Explain in detail.
3. Will the granting of your request prove materially detrimental to the public welfare or injurious to the property or improvements in the neighborhood in which your property is located. Explain in detail.
4. Will the granting of this request be contrary to the objectives of the General Plan.
Explain if the General Plan appears to affect the project or property in any way.

Do not write below this line. Please use a separate sheet.



TO THE APPLICANT:

Subsection 65962.5(e) of the California Government Code requires that no application for a development project be accepted as complete unless accompanied by a signed statement by the applicant that the Hazardous Waste and Substances Sites List has been consulted to determine whether or not the proposed development site is included on the list. The sites list is prepared and annually updated by the Governor's Office of Planning and Research. A copy of the current list for the City of Riverside may be viewed or obtained at the Riverside City Planning Department, 3900 Main Street, Riverside, California, 92522.

You are required to fully complete the following information and submit it with your development project application. Please type or print all answers except for the signature block.

PROJECT ADDRESS (if known): _____

ASSESSOR'S PARCEL NUMBER(S): _____

GENERAL LOCATION OF PROJECT SITE: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S TELEPHONE NUMBER:(____)_____

CERTIFICATION

The Hazardous Waste and Substances Sites List on file with the City of Riverside Planning Department has been consulted and the above identified development project site has been found (check appropriate box below)

_____ to fall within an identified hazardous site.

_____ not to fall within an identified hazardous site.

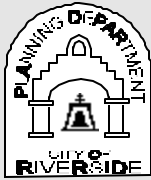
_____	_____
Applicant's Signature	Date

FOR OFFICE USE ONLY

Type of Case _____ Date RCVD _____ Hearing Date _____

Case # _____ Please respond to Planning by _____

Name of Planner _____ Date Sent to Fire Dept. _____



Hazardous Materials Questionnaire

Dear Business Person:

The following questionnaire is required to be completed and submitted with your building plans. Building plans shall not be accepted by the City of Riverside Fire Department unless all information on this form has been completed. Based on response provided, additional information may be required. If you have any questions, call the City of Riverside Fire Department's Hazardous Materials Officer or the Fire Protection Analyst at (909) 826-5321.

HAZARDOUS MATERIAL means any material that because of its quantity, concentration, or physical or chemical characteristics poses a significant present or potential hazard to human health and safety or to the environment if released into the work place or the environment. "Hazardous Materials" include, but are not limited to, hazardous substances, hazardous waste, and any material that the Administering Agency has a reasonable basis for believing would be injurious to the health and safety of persons or harmful to the environment if released into the work place or the environment.

ACUTELY HAZARDOUS MATERIAL (AHM) is identified for federal regulation requirements in the April 22, 1987, Federal Register and amended in the February 25, 1988, Federal Register.

Each question below must be answered by checking the appropriate box as it applies to your facility.

YES NO

- ☐ ☐
1. Do you intend to manufacture, store, or use hazardous materials at this facility?
- ☐ ☐
2. Is there a school, hospital, or long-term care facility located within 1000 feet of your proposed place of business?
- ☐ ☐
3. Is any Acutely Hazardous Material (AHM) manufactured or used in a chemical reaction?
- ☐ ☐
4. Is any flammable gas, flammable liquid, or potentially explosive material manufactured or used in a chemical reaction?
- ☐ ☐
5. Can any unplanned release of an AHM to the atmosphere result from the malfunction of any scrubbing, treatment, or neutralization system or from a pressure relief device discharge directly into the atmosphere?
- ☐ ☐
6. Does any physical or chemical process involve the production or use of more than the Threshold Planning Quantity (TPQ) of any AHM at any one time?
- ☐ ☐
7. Is there an ignition source such as a fired heater or other open flame within 100 feet of any process, storage, or transfer area where a flammable or explosive AHM is present in excess of its TPQ; or is any other AHM present in excess of its TPQ at the same time as any other flammable material in excess of 10,000 lbs. except where there is a firewall providing separation?
8. Is any equipment or piping handling any AHM:
- ☐ ☐
- a. More than 10 years old?
- ☐ ☐
- b. More than 25 years old?

Business Name: _____

Business Address: _____

Phone Number: (Home) _____ (Work) _____

I certify under the penalty of perjury the foregoing information is true and correct to the best of my knowledge.

Name (Print): _____ Title: _____

Signature: _____ Date: _____

FOR PLANNING OFFICE USE ONLY

Type of Case _____ Date RCVD _____ Hearing Date _____

Case # _____ Please respond to Planning by _____

Name of Planner _____ Date Sent to Fire Dept. _____

FOR FIRE DEPARTMENT OFFICE USE ONLY

Date received (PC) _____ Received by (PC) _____

Date received (HM) _____ Received by (HM) _____

RMPP: (Y) _____ (N) _____ BEP: (Y) ____ (N) ____ Req. By: ____ Date _____ (89)